PINECREST
CARING COMMUNITY

PINECREST BOARD OF TRUSTEES

DATE: FEBRUARY 28, 2013	PLACE: BOARD ROOM
PRESIDING: GERALD SMITH, CHAIRPERSON	TIME: 2:00 P.M. CST
RECORDING SECRETARY: LOIS BALL	

ROLL CALL: Present: Gerald Smith, Katie Driscoll, Barbara Oliver, Mary Bradley, Michael Kaufman, Richard Mapes, Administrator.
Absent: Debbi Springinsguth, Elaine Boyne, Randall VanGasse, JeFF Naser

County Liaison Members: John Degenaer, Jr., Jan Hafeman
Absent: Mary Harrington

Leadership Team Present: Darlene Smith, Sharline Corrigan

Also present: Todd Flath, AFSCME Business Representative, Amy Lantagne, Carol Arnold

TOPIC	DISCUSSION	OUTCOME
Approval of February Agenda	There were no additions or deletions	A motion was made by Trustee Bradley supported by Trustee Oliver, to approve the Agenda as presented. Motion carried.
Board Action on Minutes of the January 24, 2013 meeting	The minutes had been sent to the Board Members for review prior to this meeting.	A motion was made by Trustee Kaufman, supported by Trustee Bradley. Motion carried.
Review of Financial Statement for January	Sharline Corrigan reviewed the Financial	A motion was made by Trustee Bradley,

2013	Statement for January. A discussion was held on the percent occupancy. Administrator Mapes suggested that we wait for the Plante and Moran audit presentation next month and ask Eric give us a break down and suggestions on the subject of decertifying beds.	supported by Trustee Oliver to approve the Financial Statement for January 2013. Motion carried
Board action on the January Manifest of Invoices	The Manifest of Invoices had been sent to Board Members prior to this meeting for review.	A motion was made by Trustee Kaufman, supported by Trustee Driscoll to approve the Manifest of Invoices and to pay the bills. Motion carried.
Board Action on Items/Resolutions Medical Director Contract	Administrator Mapes announced that Dr. Carolyn Olson from the Cedar Hill Medical Group will be our new Medical Director as of March 1, 2013. He reviewed the contract with the Board.	A motion was made by Trustee Kaufman, supported by Trustee Bradley, to approve the contract between Dr. Olson and Pinecrest Medical Care Facility. Motion carried.
Bad Debt Write Off	Sharline Corrigan reviewed the Bad Debt Write off for January in the amount of $9,532.99. She explained PEME, a procedure where we can apply to have the resident's patient pay amount applied to an old balance due. Administrator Mapes noted that we have started to ask for a deposit of $3600.00 prior to admission if a resident has not yet applied for Medicaid. This amount can be refunded if they apply for Medicaid and it is approved.	A motion was made by Trustee Driscoll, supported by Trustee Bradley, to approve the Write off of $9,532.99 for Bad Debts. Motion carried.
Unfinished and New Business Report of Quality Assurance and Resident Council Committees	Darlene Smith reported on all activities happening at each home for Resident Council. Because we had a citation for night lights not working they have asked the	A motion was made by Trustee Bradley, supported by Trustee Oliver, to accept the Quality Assurance Report as presented. Motion carried.

	residents help in checking their night lights. Pinecrest is working on a memorial service for the residents we have recently lost. Darlene then reported on the Quality Assurance Meeting. She explained Quality Assurance and Performance Improvement, a new program we are working on. She reviewed the highlights of the reports that each department had given and reviewed the citations that we had received during our recent annual State survey.	
Report of Safety Committee	Lois Ball reported on the Safety Committee Meeting held on February 19th. She noted that the Committee keeps some items on the Agenda each month for review such as bed alarms and pad so patient safety is discussed. They also review all incidents and accidents. She noted that they had discussed the number of residents with fragile skin and what injuries can happen due to that. She also noted that we are looking to purchase a chair to be used in the van for transporting residents. Trustee Kaufman, Chairman of the Ellen K. Russell Trust, stated that they would consider a request from the facility for a donation toward the purchase of the chair.	A motion was made by Trustee Driscoll, supported by Trustee Kaufman, to accept the Safety Committee Report as presented. Motion carried.
Report on Meetings and Conferences	Administrator Mapes reported that he had not attended any conferences during February. Darlene Smith reported that she attended the monthly Alzheimer's Support Group and the monthly DON/ADON meeting. Trustee Kaufman reported that the Ellen K.	A motion was made by Trustee Bradley, supported by Trustee Driscoll, to accept the Report on Meetings and Conferences as presented. Motion carried.

	Russell Trust had met on February 20th. He stated that they had approved $11,000 toward the offset of the purchases of security cameras and wheelchairs and lifts. Administrator Mapes added that the purchases were a result of grants from our liability insurance group (Michigan Municipal Risk Authority). Trustees asked for more information regarding the transport chair as discussed during the Safety Committee Report. It is a chair to be used in the van with better seat belts and the ability to hook into the tie downs on the van, making it a lot more secure for our residents.	
Administrator Report 1. Employee Satisfaction Survey Committee Great Northern Home Care	Administrator Mapes noted that a set of minutes from this Committee were included in today's packet for review. He stated that the group is focusing on the question of stress in the workplace. They have been working on getting a chiropractor into the building to provide services to employees, and maybe a massage therapist too. The three County Administrators met with Jessica and Richard (with the Attorney on conference call), to discuss the work in progress on becoming certified. They will bring this to the Board for approval before going forward. They will also be meeting with the representative from Dickinson County Healthcare System to discuss how Great Northern Home Care and DCHS could collaborate on services.	

MIOSHA Complaint Update	Administrator Mapes reported that the attorneys are involved in this complaint and we are expecting to have a ruling next week.	
2012-2013 Standard Survey	Administrator Mapes reported that the annual survey had gone very well, we had very good outcomes and that the citations were minor. Our Plan of Correction is in place and the Licensing Officer has accepted it, so we are back in compliance. He also noted that the Fire Marshal had come in and done the Life Safety Code survey as well. He discussed the fire alarm set up and how when our alarm is sounded it sends a signal to the monitoring company who then in turns contacts 911. We must also call 911 to be sure the signal went through and they are aware. We need to document and show that we have performed this step.	
QAPI Seminar	Darlene reported on the Quality Assurance and Performance Improvement Program. She noted that this is a mandatory thing. She noted that there are certain programs we will be working on. She stated that there are three face to face meetings and then webinars by which to learn this new process. She will be asking Pam Key, RN to attend a seminar in East Lansing. She requested approval for travel and meal expenses from the Board in the amount of $500.00 for Pam to attend the seminar. The Board was also requested to approve the	A motion was made by Trustee Bradley, supported by Trustee Driscoll, to approve the expenditures for both employees to attend their respective seminars. Motion carried.

2012 SOAR Review	travel, meals and lodging expenses in the amount of $900.00 for Claudia Borntrager, R.D. to attend a Nutrition and Dietetics Conference in Grand Rapids in April. Administrator Mapes reviewed the fourth quarter SOAR Report for 2012. This report is a comprehensive assessment of most areas throughout the facility reporting on resident outcomes are well as employee statistics. The Board expressed their approval of this report. Motion carried.	A motion was made by Trustee Bradley, supported by Trustee Driscoll, to approve the SOAR Report as presented. Motion carried.
Closed Session	Administrator Mapes requested that the Board go into a closed session in order review a request from AFSCME Council 25 regarding a fee agreement. A roll call vote was taken: Trustee Smith, present. Trustee Boyne, absent. Trustee Springinsguth, absent. Trustee Driscoll, present. Trustee Oliver, present. Trustee VanGasse, absent. Trustee Bradley, present. Trustee Kaufman, present. Trustee Naser, absent. At 2:50 p.m. the Board Meeting went into closed session. At 3:17 p.m. the Closed session ended. A roll call vote was taken: Trustee Smith, present. Trustee Springinsguth, absent. Trustee Boyne, absent. Trustee Driscoll, present. Trustee Oliver, present. Trustee VanGasse, absent.	A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to go into closed session under section 8(3) of the Open Meetings Act, to review a request from AFSCME Council 25 regarding a fee agreement. Motion carried. A motion was made by Trustee Bradley, supported by Trustee Kaufman, to table this issue until next month, when more of the Board Members could be present to discuss this issue. Motion carried.

	Trustee Bradley, present. Trustee Kaufman, present. Trustee Naser, absent.	
Comments from Liaison Members	There were no comments from Liaison Members.	
Comments from the Public	Amy Lantagne addressed the Board regarding the employee's retirement accounts. She stated that the accounts had been changed from Hartford to AXA and employees are now being told that they cannot make changes to their accounts. It is affecting those employees who are 59 and ½ years old. Administrator Mapes will look into this and report back to them next month.	
Adjournment	The meeting adjourned at 3:17 p.m.	A motion was made by Trustee Kaufman, supported by Trustee Driscoll, to adjourn the meeting. Motion carried.

Mary Bradley, Secretary

Mary J Bradley

Richard Mapes, Administrator